

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

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|--|--|--|--------------------------|
| 3. Dept., Division, Subdivision & Administering Office Address Division of Risk Management Department of Finance Metropolitan Atlanta Rapid Transit Authority 2200 Peachtree Summit 401 West Peachtree Street, N.E. Atlanta, Georgia 30365 | | FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JAN 19 1982 82-22 JAN 25 1982 | |
| 4. Person to Contact Myrna Klinger/Golden Griffin | | 1. Application | 2. Dept. Application No. |
| 7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | 5. Working Title Insurance Specialist/ Claims Assistant | |
| 8. Dates of Series Earliest Latest 1975 Present | | 6. Telephone Number 586-5146 | |
| 9. Records Series Title (followed by title used in office, if different) Insurance Premium Invoices Files | | | |
| 10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Risk Management provides small contractor insurance and bonding assistance as required; provides full range of insurance services to MARTA, PB/T, and all insured contractors; and monitors MARTA's TSD construction safety program. | | | |
| 11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Division's insurance premium invoices which instruct Accounting to pay. Included are: Copies of invoices and backup information which may include, but are not limited to, copies of the declarations page of the policy, audits from insurance companies, cancellation notices, correspondence, invoices from brokers, copies of the policy control sheets, premium bearing endorsements. File is arranged: In numerical order by invoice number. Cross reference will be maintained in Risk Management by type of insurance. | | | |
| 12. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old <u>twice a year</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____? | | | |
| 13. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>2 cubic feet a year</u> | | | |

| YES | NO | 14. Questionnaire (Place an "X" in the proper column) |
|-----|----|---|
| X | | a. Is this the official copy of the series? Original is sent to Accounting for payment and If not, where is it? is their record of payment. |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| X | ? | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| X | | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? In Accounting but not as a sequential series. |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

15. Retention Requirements

The following requires the series to be kept:

| | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 9 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

First policies were marketed for an 8-year period. Recent remarketing was for 5-year period. These should be maintained at least one year past expiration of policies

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) / _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 8 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

| 17. APPROVALS | | | | | |
|---------------|--------------------------------------|----------|----------|-------------------------------------|----------|
| Approved | Department Record Management Officer | Date | Approved | Legal Counsel | Date |
| | Polly Tillotson, DRM | 12/4/81 | | Burda S. Pellard | 12/28/81 |
| Approved | Division Head/Designee | Date | Approved | Division of Audit | Date |
| | James Scott, DRM | 12/4/81 | | J. Benth | 1/4/82 |
| Approved | Department Head/Designee | Date | Approved | Department of Archives and History | Date |
| | K. Began | 12/21/81 | | Carroll Hart | 1-25-82 |
| Approved | Records Management Analyst | Date | Approved | MARTA Management Advisory Committee | Date |
| | Regina H. Fendler | 12/23/81 | | | |